

Hurricane Harvey – ESF-10 – NDOW Recovery/Removal of Vessels Standard Operating Procedure

Background. The Standard Operating Procedure (SOP) that follows shall be utilized to document the recovery/removal of Vessel Targets resulting from the impact of Hurricane Harvey. Documentation of the removal of hazardous materials and the vessels themselves will be conducted using a modified Natural Disaster Operational Workgroup SOP.

1) Identification of Targets for Recovery.

- a. Information on vessels identified during RNA or assessment activities as needing recovery is stored in the Response Manager (RM) Database. This database will be utilized to generate a list of “Open” targets needing recovery. The list will be generated by the project data manager at a frequency determined by the Operations Section Chief and/or Branch Director.
- b. An overview map and individual grid maps showing the locations of targets will be generated as well, as determined by the Operations Section Chief and/or Branch Director.
- c. The information in the list/maps (target id, coordinated, status, comments, etc) will be provided to recovery teams and utilized in the field to perform the removal of vessels and help populate the entries in the **NDOW Hazard Evaluation-Vessel Removal Field Data Sheet** (Attached).
- d. The Target ID listed on the spreadsheet is the target to be used to track each vessel recovered. The Target ID corresponds to sections 16-20 of the **NDOW Hazard Evaluation-Vessel Removal Field Data Sheet**. This ID does not change.

2) Documentation of Removal of Vessels – NDOW Hazard Evaluation-Vessel Removal Field Data Sheet

- a. The attached **NDOW Hazard Evaluation-Vessel Removal Field Data Sheet** will be the tool used for documenting progress and completion of vessel removal operations.
- b. A new **NDOW Hazard Evaluation-Vessel Removal Field Data Sheet** will be completed for each day that recovery work is performed on a vessel
- c. Please complete all applicable sections of the field data sheet **as thoroughly as possible**. In particular:
 - i. Section 13: Please include the name and contact information of the Recovery Team Lead. This is critical in case any questions regarding the data come up after the forms are submitted.
 - ii. Sections 16-20: Complete these fields with the target id from the target spreadsheet **EXACTLY** as it is listed in the spreadsheet. The Target ID from the field sheet should roughly follow the format on the field sheet. Note: this is not to be changed or updated with your current team or the current date. Those are covered elsewhere in the form.
 - iii. Section 33 Oil or Hazmat: check this box, typically the primary concern will be Oil.
 - iv. Section 35 Facility/Vessel Discharge Status: once work begins on the vessel, at the end of each day the status will be **“Cleanup in Progress (Open)”**. At the end of the day that the vessel is **completely recovered**, change this status to **“Cleanup Completed (Closed)”**
 - v. Sections 43-46: Complete these sections with the amount of material (oil, hazmat, cylinders) that were removed from the vessel on this day.
 - vi. Section 47: Add any comments specific to the vessel removal.
 - vii. Section 41: Add any general comments, or any other information that was not captured in the other sections. Add any access issues or information that will aid in recovering the vessel.

3) Documentation of Removal of Vessels – Photographs

- a. Photos shall be taken utilizing a digital camera with a removable memory card. It is strongly advised to NOT use cell phones to take photographs. Cell phone photos are much more difficult to copy from a phone for tracking purposes.
- b. Please be efficient with photographs. Try to capture as much information in one photograph as possible. If you can capture the same information in two photographs as in one photograph, please take the one photograph. Also, please do not take duplicate photographs.
- c. Photographs shall be taken of the vessel as it is recovered. The photograph should show the vessel in enough detail to identify the vessel, as well as the registration number(s).
- d. Utilize the NDOW Photo placard (attached) to help identify the targets. Fill out the placard and place it in the photo so it is identifiable.
- e. Complete a NDOW Photo Log as you take photographs in the field. The photo log is attached. This will need to be turned in with the field data sheets and photographs, and will be used to match the photos you take to the target you are recovering when the data is input into RM. One photo log sheet can be utilized for an entire day's work.

4) End of Day Activities

- a. At the end of each day, all documentation (field data sheets, photographs, photo logs) shall be turned in to the branch documentation unit.
- b. The branch documentation unit leader will scan in all field data sheets and photo logs, and copy photographs onto a computer.
- c. It is advised to organize the documentation **by branch, by date and by recovery team**, keeping all info for each team in its own folder.
- d. The branch documentation unit leader can then combine all the day's documentation (scanned field data sheets, photographs, and photo logs) into a single zip file, and email to the ICP documentation unit lead. The Email address is : XXXX@yyyy.com
- e. Documentation can also be copied to a file transfer protocol (FTP) site as photographs may create large zip files that are difficult to email. **(NEED FTP SITE)**
- f. The ICP Data Manager will then review the submitted field sheets, photographs, and photo logs, identify any data quality issues for resolution, and enter the documentation into RM.